

What to do after you go on-line

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Executive Summary

This document describes what the savvy repository manager needs to do immediately after the repository goes live. It lists checking the repository look-and-feel, registration with international directories, registration with search engines, etc. The document is written as a set of checklists.

The order of the items and of the checklists is not relevant. Although one part of the document refers to EPrints software, the advice is mostly applicable to all software.

Going live

If you've got your repository running to your satisfaction, the time has come to go live. Use this checklist:

- ☐ Check that your server is open to the Internet. Get someone outside the firewall (and not running Virtual Private Network VPN software) to access it to check.
- ☐ If you haven't already done this on your intranet, check what the site looks like on a Wintel PC running MS Explorer *and* Firefox, and on an Apple running Safari. That covers the majority of browsers likely to be used to access your repository.
- ☐ It is also wise to check with the screen size set to 1024×768 (the smallest likely to be encountered these days).
- ☐ If you have access to such services (perhaps in your computing support section or the computing teaching department), ask for an independent "usability report" on the repository interface. (Do not use the same people who customized the html pages.) This should cover intuitiveness, colors, and wording. Does the important information fit on the initial screen load? What do red-green color-blind people see? Is the spelling appropriate? Is the font-size ok? Is the language suitable to the expected reader population?

Registration

Get on the international map

You need to be visible on international lists of repositories. Many search engines use these lists to discover new repositories. You also keep the information on what is happening in your country up to date. Use this checklist:

- ☐ Register the server with the *Registry of Open Access Repositories* (ROAR) at <http://archives.eprints.org/>. The registration procedure is accessed via the "Register an Repository" link on the header. You will need to provide your "OAI

base URL” such as <http://eprints.unimelb.edu.au/perl/oai2>. Several search engines will find your repository via ROAR, particularly Yahoo! and OAIster.

- ❑ Register the repository with the *Directory of Open Access Repositories* DOAR at <http://www.opendoar.org/>. Again you will need your “OAI base URL”. DOAR might discover you from ROAR, but it is best to be sure, since DOAR is manually moderated.
- ❑ If your university has a published policy on Open Access, register it with ROARMAP at <http://www.eprints.org/openaccess/policysignup/>.

Search Engines

You’ve already made some steps to be registered with search engines, but there are more steps to take. Here are more guidelines:

- ❑ *Google* and *Google Scholar* might find your repository on their own, but it is better to make sure. This especially applies to Google Scholar. Go to each, and register your repository URL <http://www.google.com.au/addurl/?continue=/addurl> and <http://www.google.com/support/scholar/bin/request.py>.
- ❑ Also send an email to *Scirus* (another important scholarly search engine) to register your repository (<http://www.scirus.com/srsapp/submiturl/>).
- ❑ The Microsoft scholarly search engine *Windows Live Academic* (Beta) <http://academic.live.com/> does not yet index OA sites. It only indexes “publishers of journals”. Have a look at it. Watch this space.

Search engines may take up to a month to visit your repository depending on their harvesting cycle. You will become visible on them only after the first harvest. There is nothing else you can do except check at intervals, or watch the *awstats* for a harvesting event if you implemented them (as strongly recommended).

Gateways

The only important gateway for Australian repositories is the ARROW Discovery Service (ADS) at <http://search.arrow.edu.au/apps/ArrowUI/>. Every OAI-PMH repository in Australia should be registered with the national gateway. Other countries may have similar gateways.

- ❑ Send an email to ADS via david.groenewegen@lib.monash.edu.au asking for your repository to be added to the ARROW Discovery Service. You will need to provide the “OAI base URL”, since ADS harvests using the OAI-PMH protocol.

Electronic Theses & Dissertations

If you are going to be an Australasian Digital Theses (ADT) <http://adt.caul.edu.au/> contributor using the U Tas EPrints add-on software, you’ll want to get this going too.

- ❑ Email ADT at adt-support@unsw.edu.au and give them the full URL of the /ADT directory to harvest from, as described in the U Tas add-on software documentation.

ADT will probably commence harvesting your repository overnight.